	APOLLO HOSPITALS, SECUNDERABAD	IMS – 05	
		Issue: C	
	POLICY ON SAFETY & PROTECTION OF MEDICAL RECORDS	Date:06-01-2017	
		Page 1 of 2	
PREPARED BY: Hospital Administrator		APPROVED BY: Chief Executive Officer	

### 1.0 Purpose:

To ensure recorded data is protected from loss and destruction and tampering from Apollo Hospitals, Secunderabad

### 2.0 Scope:

Hospital wide

### 3.0 Responsibility:


All Consultants, Duty Doctors, Nurses, Paramedical Staffs, all the MRD Staffs, Ward Secretaries.

### 4.0 Policy:

As per law the records must be safeguarded from Fire, water and Dampness, termites, dust free, smoking, chemicals and proper humidity.

- Protect all documents including patient files and registers from insects, termites, water and dampness.
- Prevent documents from being exposed to hot and dry climate.
- File records should be placed in dust free area.
- Take safety measures against smoking, lighting of match sticks, lighters e.t.c
- Storage of chemicals near the records is strictly prohibited.
- Provide and maintain adequate fire extinguishers at all required places.

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- Handle the record gently while retrieving records.
- When the records appear damaged (due to normal wear and tear) they will be repaired as much as possible by taping torn pages, so that documents are not torn further and kept safely.
- If the records are misplaced, a new file can be made with the print outs of discharge summary temporarily. After the availability of original record, the temporary file can be discarded if there is no entry, else it can be merged with the original file.

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